

Idaho State Tax Commission

Unclaimed Property Program

Instructions For Completing Forms UP-1 and UP-2

WHO MUST REPORT?

All businesses, whether located in Idaho or another state, must report any unclaimed property that is due to owners with a last known address in Idaho. This also applies to nonprofit organizations and government agencies, except for the federal government.

WHAT IS "DUE DILIGENCE?"

Idaho's unclaimed property law requires that businesses send written notices to owners who have unclaimed property valued at more than \$50. You must send these notices, which are often called **Due Diligence Letters**, no more than 120 days before you file an unclaimed property report. If you have evidence that the last known address for the owner is not valid and you can't find a forwarding address, the property is considered unclaimed and you must report it to the state. If an owner responds to your letter, you may return the property to the owner and remove it from your list of unclaimed property.

WHAT SHOULD I REPORT?

If the owner's last known address is in Idaho: You should report all property valued at more than \$50 that has gone unpaid and any security that was not delivered after the date the owner should have received it or was entitled to claim it. (See the [Checklist for Unclaimed Property](#) for examples of property that you should report and the holding period for those property types.)

Idaho is the only state that exempts property valued at \$50 or less from being reported. You may report this property voluntarily, but it is not required.

If the owner's last known address is in another state or foreign country, or your business is incorporated in another state: You must report all property, including property valued at \$50 or less.

WHEN SHOULD I REPORT?

You must report and send payment for the property reported by November 1 of each year for the reporting period beginning July 1 and ending June 30.

If you can't meet the deadline, you may apply for an extension. See [Extension Requests](#) to review the extension requirements. The Unclaimed Property Administrator must receive your written request for an extension by October 1.

HOW DO I REPORT?

This depends on whether you have any unclaimed property to send to the state. You may be filing a zero report or a detailed report.

Zero Report: If you have searched your records and found you have nothing to report this year, file a "zero report." First, verify that the address on the UP-1 coupon is correct and make any needed changes. Then do the following:

1. If the unclaimed property contact person in your organization is not the same as the previous year, enter the new name.
2. If the phone number for the contact person has changed, enter the new phone number.
3. Enter your e-mail address, if applicable.
4. If your business is incorporated, enter the incorporation state.

5. Check the box that states "Nothing to report."

Sign your name, write the date on the line provided, and mail the coupon to the address on the bottom of Form UP-1.

Detailed Report: If you have unclaimed property to report for owners, follow the steps outlined above for zero reporting, skipping number 5.

Next, locate the Form UP-2 [Detail Report of Unclaimed Property](#). Please provide as much information as possible in columns 1 through 8 to help the state of Idaho identify and return property to the correct owners:

Column 1 – Enter a check number, account number, policy number, or other unique number that identifies the property.

Column 2 – Refer to the [Checklist for Unclaimed Property](#) for a list of property codes. Select the code that best identifies the type of property being reported.

Column 3 – Enter the transaction date (e.g. date check was issued, date of deposit or withdrawal) or the date of last owner contact.

Column 4 – Enter the dollar amount owed to each reported owner.

Column 5 – If the property earns interest for the owner, enter the interest rate the property was earning on the date of the report.

Column 6 – Enter the total number of stock shares owed to each reported owner. Please sell all fractional shares and send them as cash for each reported owner. **NOTE:** You must reissue stock certificates in the name of "Idaho State Tax Commission – Unclaimed Property" and they must accompany the report.

Column 7 – Enter the Social Security number or the federal Employer Identification Number (EIN) for the reported owner.

Column 8 – Enter the owner's name and complete address. If there is more than one owner for the property, list all names and addresses for the owners and specify whether the account is a joint account, a beneficiary, a trustee, etc. If the owner's name is not known, enter "unknown."

Total all UP-2 pages and enter the combined total on the UP-1 coupon in boxes 6 and 7. Mail your forms, stock certificates, and payment to the address on the bottom of Form UP-1.

HOW CAN I GET MORE INFORMATION?

If you have any questions about your reporting obligations, see [How to Report Unclaimed Property](#) or contact us in one of the following ways:

E-mail: holdersreport@tax.idaho.gov
Phone: (208) 334-7623 or 1-800-972-7660 Ext. 7623
Mail: Idaho State Tax Commission
Unclaimed Property Program
PO Box 70012, Boise, ID 83707-0112

Please contact our office if you would like more information about sending your detailed report on diskette or CD.